

**DURHAM JOBLINK CAREER CENTER**  
**WIA PROGRAM**  
**CLIENT RESPONSIBILITIES & GENERAL INFORMATION**

- To ensure that the WIA Title I-B Adult, Dislocated Worker, and Youth programs can provide effective services to all customers, it is very important that you maintain contact with your career advisor (Youth Specialist) on a monthly basis. Your career advisor (Youth Specialist) will make every effort to contact you on a monthly basis. If after 3 months of repeated attempts to contact you, contact cannot be established, it will be assumed that you are no longer interested in receiving services and will be **terminated from the WIA program. If termination results from loss of contact, you will be ineligible for re-enrollment for up to a year and a half (1.5 years).**
- Any changes in address, phone number, school, employment status, or unemployment compensation must be reported to your case manager **immediately**.
- Knowingly misusing WIA funds for any reason will result in immediate termination from the program.
- Knowingly providing false information at the time of application to gain admission or later to retain participant status will result in rejection of admission or termination from the program.
- Each client will receive individualized counseling services and be an active partner in the development of an Individual Employment Plan (IEP) based on an Individual Service Strategy (ISS) developed for the client. The client shall receive a copy of the IEP and is responsible for completing all tasks outlined in the Individual Employment Plan to ensure success.
- You must provide all documentation necessary to determine your eligibility for WIA Title I-B adult, dislocated worker, and youth program services. Failure to provide the necessary documentation will delay your participation in the program. At program completion you must provide all documentation necessary to ensure verification of outcomes resulting from your participation in the WIA Title I-B adult, dislocated worker, and youth programs.
- Individuals may not participate in any type of partisan political activity while engage in an activity funded by this program.
- Each client shall be informed of the complaint and hearing procedure applicable to the WIA activity in which he/she is enrolled. The right to file a complaint about any aspect of the WIA employment program is granted by law to all applicants and participants.

**I have read and fully understand my responsibilities as a participant in the WIA Title I-B adult, dislocated worker, or youth program.**

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian Signature**  
(if applicant is under 18 years of age)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Case Manager/Intake staff**

\_\_\_\_\_  
**Date**